

**KANSAS DEPARTMENT FOR AGING & DISABILITY SERVICES FOR HEALTH
FACILITIES & HEALTH OCCUPATIONS CREDENTIALING**

GUIDELINES FOR CONTINUING EDUCATION VIA DISTANCE LEARNING TECHNOLOGIES

1. For subsequent approval of continuing education via distance learning technologies, the license shall submit the following:
 - a. Date, time frame and agenda of offering
 - b. Documentation of course content and objectives
 - c. Transcript or grade card for college credit course
 - d. Verification of attendance or completion of the course

2. For prior approval of continuing education via distance learning technologies, the sponsor shall submit the following:
 - a. Date, time frame and agenda of offering
 - b. Documentation of course content and objectives
 - c. Presenter qualifications
 - d. Licensee name must be on certificate of completion

3. To offer a medication aide update course via distance learning technologies, the sponsor shall submit the following:
 - a. Course approval form at least three weeks prior to the anticipated start date of the course
 - b. Roster, update certification forms and fees subsequent to the delivery of the course